



EED Instruction Sheet

Contact Name:	Firm:	Telephone (after hours if logged after 4pm):	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Address:		Email:	
<input type="text"/>		<input type="text"/>	
Your Reference	Date:	Date Required:	Time Required:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- | | |
|---|--|
| <input type="checkbox"/> Initial Price Estimate Required | <input type="checkbox"/> Processing Methodology Attached |
| <input type="checkbox"/> Federal Court Practice Note PN17 compliant | <input type="checkbox"/> Has privilege/confidential been claimed over the documents? |

Electronic Evidence Discovery

Electronic/ Email Source Microsoft Outlook (PST) Lotus Notes File Directory Hard Disk Drive CD/DVD USB

File Location (please specify)

Deduplicate by Action: per Batch per Matter per Custodian Delete duplicates (retain file path)

Tag as duplicate (process both duplicates and tags)

Near Duplicates and Email Threads: Tag near equivalent sets (Please specify)

Tag email threads (Please specify)

Date Range Culling: Include documents in range Start Date (please enter)

Exclude documents in range End Date (please enter)

Keyword Search Please attach a list of the keywords to be used (record in special instructions)

File Type Culling: Please attach a list of the files types to be excluded (record in special instructions)

Output File Type	Colour Space (B&W – 1 bit, colour as original – 24 or 8 bit)	Resolution (Recommended 150dpi for colour, 200dpi for b&w)
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EXAMPLE: TIFF	Colour as original – 24 bit	150 dpi
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

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Note: Unknown file types will be rendered with a placeholder and will include the original file if natives have been requested unless otherwise stated.



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Output Load File 4 table export (Ringtail) Relativity Summation Concordance Signature

Flat CSV Other (please specify)

OCR Native Image Files to PDF – Text Searchable to Text file

Unknown File Types Include Placeholder Include Original file

Pagination

Electronic labelling/electronically burning label into image

Label Level	Level 1	Level 2	Level 3	Level 4
Value	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Represents	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Number Of Characters/Digits	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Example label specification: ABC.001.005.001, where – Also specify separator value, e.g. ('.', '_' or '/')

Label Level	Level 1	Level 2	Level 3	Level 4
Value	ABC	001	005	0001
Represents	Party/Source	Box	Folder	Document/Page
Number Of Characters/Digits	3	3	3	4

Pagination Position: Top Right Bottom Right Top Left Bottom Left Please note that labels will be positioned on the bottom right hand corner of each page unless otherwise specified.

Document Delimiter: Top Right Top Left None

Special Instructions

Delivery

Signature: Print Name: Date/Time: